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## Job details

Job 1 of 1

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**General Information** The Chief Information Office is seeking a well-qualified and highly motivated individual to fill one position for Information Technology Consultant, CIO. This position reports to a Senior IT Consultant, CIO and is responsible for: a) administering the existing Department administered County Master Service Agreements; b) administering existing countywide enterprise software license (ELA)/volume purchase agreements; and c) supporting establishment and management of enterprise software license agreements (ELA) and policies for the purpose of lower total cost of ownership for these software products across the County.

**Requirements** **Position Requirements:** Permanent County of Los Angeles employees who hold the payroll title of Information Technology Consultant, CIO or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit a resume with a copy of their last two performance evaluations, last two years time history records, and a cover letter highlighting their educational background and work experience, and any additional information the candidate wishes to be considered.

**NOTE: RESUMES AND REQUIRED DOCUMENTS ARE ACCEPTED ONLINE ONLY.** If you are unable to attach required documents, you may fax them to (213) 947-4848 on the day of submitting your resume. Please include your name, position title, and bulletin number on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

**Desirable Qualifications**

- Ability to evaluate complex enterprise contracts, identify key issues, develop options, assess impact, and format clear recommendations for executive management within prescribed timeframe;
- Demonstrated skills in leading Information Technology (IT) resources in support of departmental main mission;
- Ability to plan strategically to address IT issues and practices and lead various stakeholders toward achieving agreed upon goals and objectives;
- Knowledge of the current and emerging IT trends and business integration solutions;

- Ability to model multi-year enterprise contracts using Microsoft Excel;
- Conduct formal presentations and to communicate effectively both orally and in writing.

**Duties**

- Administers the Department's Master Services Agreements (Oracle, IBM, Microsoft, EMC Documentum and Global 360, including reviewing and executing work orders, monitoring vendor performance and making recommendations for improvement when appropriate, and managing all aspects of contract compliance;
- Administers the existing ELA/volume purchase agreements (VMware, CommVault, Symantec, McAfee, etc.), including annual licenses reconciliations and contract compliance activities;
- Works with County's Chief Information Officer Council and department subject matter experts to assess potential ELA opportunities, including identifying ELA scope, maintenance and support requirements and developing ELA business cases;
- Supports negotiation of ELA best value deals;
- Coordinates a "best price" analysis with independent entity (e.g., Gartner) to determine if the ELA is competitive with other jurisdiction's contracts;
- Supports the execution of the ELA contracts by coordinating required approvals (i.e., CEO, ISD) as appropriate;
- Administers the resulting ELA contracts, including coordinating department chargebacks for ELA costs, allocating and tracking of licenses to ensure compliance, and conducting annual license reconciliations.

<b>Vacancy Information</b>	This vacancy is headquartered at the World Trade Center, 350 S. Figueroa St., Ste. 188, Los Angeles, CA 90071.
<b>Available Shift</b>	Day
<b>Contact Name</b>	leesha S. Hayward
<b>Contact Phone</b>	(213) 974-8512
<b>Contact Email</b>	ihayward@auditor.lacounty.gov
<b>Job Field</b>	Information Technology
<b>Job Type</b>	All Others

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